



Republic of the Philippines
Office of the President

PHILIPPINE SPORTS COMMISSION



REQUEST FOR QUOTATION

Date: February 13, 2025
P.R. No. ADMIN-2025-02-05-002

Name of Company: _____

Address: _____

Name of Store/ Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

The **Philippine Sports Commission**, through its Bids and Awards Committee, intends to procure the **“Catering Services for the 2025 PSC Employee's Retirement Celebration”** accordance with **Section 53.9 Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than February 16, 2025 at 05:00 PM.** A copy of the following documents is required to be submitted, directly to the Bids and Awards Committee Office located at Room 207, Administration Building, RMSC, P. Ocampo Sr. St., Malate Manila:

- A. PHILGEPS Registration or PHILGEPS Certificate
- B. Omnibus Sworn Statement (notarized)
- C. 2025 Mayor's/Business Permit

Quotations must be properly labeled with reference number on the project offered. In case the deadline falls on a non-working day, legal holiday, or special non-working holiday the deadline shall be on the next working day.

For any clarification, you may contact us at Telephone No. 8 523-9831 loc.143 or email address pscprocurement@yahoo.com, procurement@psc.gov.ph and copy bac@psc.gov.ph


DIR. PAULO FRANCISCO C. TATAD
BAC Chairperson
Bids and Awards Committee

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately
- (2) Do not alter the contents of this form in any way.
- (3) All Technical Specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS:	Statement of Compliance		
	YES	NO	REMARKS
PROJECT NAME: Catering Services for the 2025 PSC Employee's Retirement Celebration			
Item 1			
Buffet Lunch Catering Services			
>with set-up; round tables with tiffany chairs			
>with flatware, silverware & glassware			
>with uniformed and waiter staff			
>with complete buffet set-up with chaffing dishes, services, platters and utensils			
>with linen to match the motif			
MENU FOR LUNCH BUFFET			
>Salad			
>Soup			
>4 viands (4main course)			
>Pasta			
>Steamed Rice			
>Dessert (2 kinds)			
>Iced tea/Softdrinks			
>Purified drinking water/mineral			
Breakdown of Date and Venue:			
Item 1			
When: March 06, 2025 - 70pax			
Where: Rizal Memorial Sports Complex			
Item 2			
When: May 15, 2025 - 70pax			
Where: Rizal Memorial Sports Complex			
Item 3			
When: June 13, 2025 - 70pax			
Where: Rizal Memorial Sports Complex			
Item 4			
When: July 01, 2025 - 70pax			
Where: Rizal Memorial Sports Complex			
Item 5			
When: October 16, 2025 - 50pax			
Where: PSC-Baguio			
Item 6			
When: December 26, 2025 - 70pax			
Where: Rizal Memorial Sports Complex			
nothing follows			

Delivery Requirement:			
Date of Events; March 06, 2025, May 15, 2025, June 13, 2025, July 01, 2025, October 16, 2025 & December 26, 2025			

FINANCIAL OFFER:

Please quote your **best offer** for the items below. Please do not leave any blank items. Indicate **"0"** if item being offered is for free.

Catering Services for the 2025 PSC Employee's Retirement Celebration			
Approved Budget for Contract	Quantity in Set (A)	Offered Price per Set (B)	Your Total Offered Quotation (A x B)
Item 1 Buffet Lunch Catering Services When: March 06, 2025 Where: Rizal Memorial Sports Complex Thirty-Eight Thousand Five Hundred Pesos (PhP 38,500.00)	70 pax		In Figures: _____
Item 2 Buffet Lunch Catering Services When: May 15, 2025 Where: Rizal Memorial Sports Complex Thirty-Eight Thousand Five Hundred Pesos (PhP 38,500.00)	70 pax		In Figures: _____
Item 3 Buffet Lunch Catering Services When: June 13, 2025 Where: Rizal Memorial Sports Complex Thirty-Eight Thousand Five Hundred Pesos (PhP 38,500.00)	70 pax		In Figures: _____
Item 4 Buffet Lunch Catering Services When: July 01, 2025 Where: Rizal Memorial Sports Complex Thirty-Eight Thousand Five Hundred Pesos (PhP 38,500.00)	70 pax		In Figures: _____

Item 5 Buffet Lunch Catering Services When: October 16, 2025 Where: PSC - Baguio Twenty-Seven Thousand Five Hundred Pesos (PhP 27,500.00)	50 pax		In Figures: <hr/>
Item 6 Buffet Lunch Catering Services When: December 26, 2025 Where: Rizal Memorial Sports Complex Thirty-Eight Thousand Five Hundred Pesos (PhP 38,500.00)	70 pax		In Figures: <hr/>
Grand Total: Two Hundred Twenty Thousand Pesos (PhP 220,000.00)	Total Offered Quotation		In Words: <hr/> <hr/> <hr/> In Figures: <hr/>

TERMS AND CONDITIONS:

- 1) Bidders shall provide correct and accurate information required in this form.
- 2) Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 3) Price quotation/s, to be denominated in the Philippine Peso shall include all taxes, duties and/or levies payable.
- 4) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 5) Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 6) Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 7) The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 8) The PSC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 9) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 10) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor or consultant.
- 11) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

E-Mail Address/es